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MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Supergrade Position, Office of the DD/A

1. PROBLEM:

- a. To obtain approval for establishing the position of Chief, Management Staff, Office of the DD/A, in grade GS-17, in lieu of the position of Chief, Management Improvement Staff, GS-16, Office of the Comptroller.
- b. To obtain the approval for the reassignment of [redacted], currently in grade GS-17, from the position of Special Assistant to the Deputy Director for Plans, to the position of Chief, Management Staff.

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II. FACTS BEARING ON THE PROBLEM:

25X1 a. [redacted] (5 April 1954) officially transferred the Agency Management Program and staff to the Office of the Deputy Director for Administration from the Office of the Comptroller.

b. The position of Chief, Management Improvement Staff, Office of the Comptroller, had been previously approved in the supergrade category in grade GS-16, but was vacant at the time of the transfer of the functions and staff to the Office of the DD/A.

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c. The Acting Deputy Director for Administration has designated [redacted] [redacted] currently in grade GS-17, as Acting Chief, Management Staff.

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d. The establishment of the position of Chief, Management Staff in GS-17 and the transfer of [redacted] will not increase the total number of approved supergrade positions within the DD/A complex, but will increase the number of supergrade DD/A personnel obligating such positions by one. This will be off-set by a corresponding decrease in occupied supergrade positions in the DD/P complex. Current Agency totals for supergrade and Public Law positions are:

Ceiling  
Positions Approved  
Positions obligated by CIA employees  
Unobligated Balance

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3. DISCUSSION:

- a. Based on classification review, the position of Chief, Management Staff is recommended for allocation in GS-17 as indicated in the Evaluation Report and Position Description, Tab 1.

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- b. [ ] is considered qualified for reassignment to the GS-17 management position in view of his broad professional and administrative education and training, and his private and Federal Government experience, as outlined in the Biographical Sketch, Tab 2.

h. ACTION RECOMMENDED:

- a. It is recommended that the position of Chief, Management Staff, Office of the Deputy Director for Administration, be approved in GS-17, without change in the Agency supergrade and Public Law ceiling.

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- b. It is recommended that [ ] be officially reassigned from the position of Special Assistant to the DD/P to the position of Chief, Management Staff. Reassignment request is attached for signature as Tab 3.

SIGNED

Harrison G. Reynolds  
Assistant Director for Personnel

3 Annexes

1. Evaluation Report and Position Description (Tab 1)
  2. Biographical Sketch (Tab 2)
  3. Personnel Action Request (Tab 3) → w/orig. only.
- Cys attached hereto.*

ACTION BY APPROVING AUTHORITY:

APPROVED:

Date: 24 May '54

[ ]  
Dep. Director of Central Intelligence

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OP/CWD/ [ ] :ji (19 May 1954)

Distribution:

- 0 & 1 - Addressee →  
2 - DCI\*  
2 - ADP  
2 - CWD

*Returned to ASDP - 5/27/54 By hand*

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## Evaluation Report

Prepared by

Classification and Wage Division

<u>I. Position</u>	<u>Present Grade</u>	<u>Proposed Grade</u>	<u>Personnel Office Recommendation</u>
Chief, Management Staff	GS-16	GS-17	GS-17

## II. Evaluation of the Position

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### A. Organizational location and alignment:

As a result of the recent transfer [redacted] 5 April 1954) of the Management Staff from the Office of the Comptroller to the Office of the Deputy Director (Admin), the Chief, Management Staff, reports directly to the DDA and the Assistant DDA, both positions currently allocated in GS-16. The Chief, Management Staff exercises administrative and technical supervision over the three Assistant Management Officers for the DDA, DDI, and DDP Areas, GS-15, over the Chief of the Agency Records Management Program, and the Chief, Regulations Control Staff, GS-14.

### B. History of the Position:

The preceding position of Chief, Management Improvement Staff, Office of the Comptroller, was allocated in GS-16. Original allocation of GS-16 for the CIA Management Office was approved in December 1951. The recent "transfer" of the position has resulted in a direct reporting channel to the DDA. In addition, responsibility for the Agency Records Management Program, the Vital Materials Program and the Agency Regulatory system has been added to the position.

### C. External Comparisons:

No closely comparable management positions, at the departmental level, are known to exist. However, the following positions illustrate the levels of Management Officers in other Agencies:

Department of the Army

Office of Comptroller, Director of Management,  
Brigadier General

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Tab 1

**Department of the Army**

**Office of the Under Secretary,  
Special Assistant, Management Engineering, GS-16**

**Department of the Navy**

**Chief, Navy Management Staff, Captain**

**Department of the Air Force**

**Assistant Secretary (Management) \$15,000 \***

**Deputy for Organization and Manpower, GS-16**

**Bureau of the Budget**

**Assistant Director for Management and  
Organization, GS-17 \*\***

- \* In addition to Management activities is responsible for Reserve Affairs, and Contract Financing.
- \*\* Responsible for conducting research and development of improved plans for administrative management for the Federal Government, and for advising the executive departments and agencies with respect to improved administrative organization and practices.

**D. Internal Comparison:**

The position is considered to rank with the position of Auditor-in-Chief, GS-17, in terms of comparability of staff responsibilities.

**E. Summary:**

- (1) The position has increased in scope of operations since approved in GS-16 due to increased emphasis on manpower utilization, responsibility for the Records Management Program, the Agency regulatory publication system, and other related functions.
- (2) The position reports directly to the DDA, GS-18, whereas reporting channel previously was through the Comptroller.
- (3) External comparisons do not conclusively point to the allocation of the position to GS-17.

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- (4) Internally, allocation of the position to GS-17 will result in a proper alignment with other DDA key positions.

### III. Conclusions and Recommendations

On the basis of the increased responsibilities of the position of Chief, Management Staff, since allocation in GS-16, and in consideration of alignment with other DDA Staff and Office Chief positions, it is recommended that the position be approved in GS-17.

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Approved For Release 2003/07/29 : CIA-RDP80R01731R001300010051-5

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